

Job Title:	PEIMS Specialist	Wage/Hour Status:	Exempt
Reports to:	PEIMS Coordinator	Pay Grade:	101
Dept/School:	PEIMS	Date Revised:	April 29, 2022

Primary Purpose

Support the accurate collection and reporting of District Public Education Information Management System (PEIMS) data within the TEA timelines/guidelines.

Qualifications**Education/Certification**

Bachelor's Degree

Special Knowledge/Skills

- Knowledge of PEIMS and TSDS Data Standards and collection methods
- Knowledge of the PEIMS and TSDS Core Collection submission process
- Knowledge of the Student Attendance Accounting Handbook
- Knowledge of the Finance/HR Information Management System
- Knowledge of the Finance/HR PEIMS Submission requirements and process
- Knowledge of student information software and user support
- Ability to communicate technical directions in a manner adult users can understand

Experience

Two (2) years experience with PEIMS data

Major Responsibilities and Duties

1. Provide support and problem resolution for PEIMS data elements to campuses and departments.
2. Track correspondence and communication with campuses and data owners through the ZenDesk ticketing system.
3. Monitor campus and department PEIMS data to ensure data is error free to include unique fatals, unique warnings and unique special warnings using OnPoint and department developed dashboards. Document communication to support campuses in clearing errors through ZenDesk.
4. Create training materials and present via face-to-face or recordings how to identify and correct unique fatals, unique warnings and unique special warnings using OnPoint and department developed dashboards.
5. Create a knowledgebase within ZenDesk to address unique fatals, unique warnings and unique special warnings using OnPoint and department developed dashboards. Reviews campus attendance on a six weeks basis.
6. Establish and maintain effective work relationships.
7. Develop and provide training and support to data owners related to the TSDS Collections of ECDS PK and KG, Fall and Winter Class Roster, Residential Facility Tracker, State Performance Plan Indicator – 14, and Special Ed Language Acquisition.
8. Assist with the issuing and verification of Unique IDs for students and staff.
9. Assist in serving as a liason with Region 19 and data owners and ensure timely dissemination of information by attending all trainings required by supervisor.
10. Develop and maintain a strong sense of customer service via ZenDesk tickets to document needs and responses.
11. Maintain third party software OnPoint, to include file uploads and user security access. Upload PEIMS files regularly into OnPoint to identify preliminary fatals and work with departments and campuses to clear fatals.
12. Support the coordination of the submission of the Office of Civil Rights (CRDC) data to the Department of Education with the assistance of the Senior Data Analyst.
13. Participate in trainings required by supervisor
14. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress, repetitive hand motions and prolonged use of the computer.
Occasional prolonged and irregular hours.

Terms of Employment

226 days; salary to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 for employees may be referred to the District compliance officer, Rosa Ramos at 230-2031; Application of Titles VI, VII, IX, and Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 para empleados pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre la aplicación del título VI, VII, IX y la Sección 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.